

PERSONNEL BOARD MINUTES

MEETING MAY 8, 2018

2:00 PM 1ST FLOOR MEETING ROOM, TOWN HALL

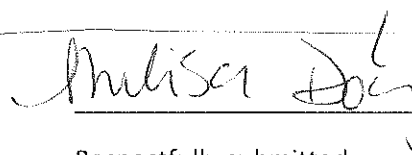
Board Members Present: Bud Robertson, Chair
Kevin Brogan, Member
Mary Jennings, Member

Also Present: Melisa Doig, HR Director
Mark Haddad, Town Manager
Dawn Dunbar, Executive Assistant to the Town Manager

1. Meeting called to order 2:00 PM
2. The board voted to approve the minutes from the Personnel Board meeting on March 2, 2018. Mr. Brogan moved to approve minutes and Mr. Robertson seconded the motion, Ms. Jennings abstained. Minutes approved, 2 in favor 1 abstained.
3. The board discussed and agreed to the following changes on the proposed Recruitment Policy from the Town Manager.
 - A. Section 1, Purpose and Scope remove Manager and add Filling open positions in the Town of Groton.
 - B. Section 3, Advertisement and Job Posting, change language to "be required for all positions, except in the case of temporary vacancies that may be filled by a sub-contractor"
 - C. Section 4, Screening and Interviewing, part A, add race or other protected status
 - D. Section 5, Department Head Recruitment Process add language to include the makeup of the search committee and add "do an internal and external posting for Police and Fire Chief Positions".
4. The board discussed Pre-employment physicals and if they are required. It was suggested to get an opinion from Town Council.
5. Mr. Robertson made a motion to adjourn, seconded by Mr. Brogan, unanimous vote. Meeting adjourned at 3:10 PM.



Bud Robertson, Chairman



Respectfully submitted,
Melisa Doig, HR Director

12/4/18